

City of San José
CLASS SPECIFICATION

TITLE: School Safety Supervisor (2443)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Police Sergeant	Non-exempt

CLASS SUMMARY

Under general supervision, performs work of moderate difficulty supervising and coordinating the activities of school crossing guards and student safety patrols, and developing and presenting school safety programs. Performs related work as required.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience:

Graduation from high school and one year of experience in supervision, including coordinating and scheduling of assignments, and in the preparation and presentation of information to large groups.

Required Licensing :

- Possession of a valid driver's license authorizing operation of a motor vehicle in California.
- As a condition of employment, incumbents may be required to use their personal vehicles in performing the job duties, and maintain a valid City of San Jose driving permit.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of the principles and practices of supervision.
- Knowledge of the techniques in formulating a teaching plan.
- Knowledge of traffic control techniques and procedures.
- Knowledge of basic English, spelling, grammar and punctuation.
- Ability to coordinate the scheduling of staff.
- Ability to communicate effectively with members of diverse cultural groups.
- Ability to speak before groups.
- Ability to recognize traffic hazards.
- Ability to pass police background investigation.

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Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Ability to prepare accurate and comprehensive reports.
- Ability to deal effectively with the public and maintain
- effective working relations with others.
- Ability to set up and operate motion picture, video, and other audio-visual equipment.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Supervises school crossing guards (part-time); including recruitment, interview of prospective candidates, training, scheduling, and discipline.	
2.	Administers, schedules and coordinates the activities of the school crossing guard program, including maintenance of timesheets, mileage forms, performance evaluations, within an assigned geographical area.	
3.	Develops school safety patrol programs; conducts training in safety and advises on current state requirements.	
4.	Designs, prepares, or obtains teaching materials including films, videos, brochures and testing materials for educational programs in pedestrian safety, bicycle safety, personal safety and prevention of child sexual assault.	
5.	Works with Police Training and Traffic Operations to develop audio-visual instructional materials including slide and video presentations.	
6.	Prepares and gives presentations to student, parent, and teacher groups in child sexual assault, traffic safety and personal safety; monitors program effectiveness.	
7.	Designs, writes, and supervises the production of newsletters for schools and other interested parties.	
8.	Observes and reports on unsafe physical conditions of streets, roads, signs, crosswalks, and sidewalks. Makes recommendations on adjustments to "No Parking" zones and other matters related to the safety of student pedestrians.	
9.	Attends and may participate in School Pedestrian Safety Committee, Bay Area School Safety Program Executive Committee and City Council meetings; provide direct liaison between schools and city departments.	
10.	Provides liaison with the California Highway Patrol, National Institute of Traffic Safety, and other school and traffic safety groups.	
11.	Organizes and directs special events for school-age children, such as bicycle rodeos.	
12.	May perform duties of a school crossing guard on a relief basis, as required.	
10.	Performs other duties of a similar nature or level.	As Required

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*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created</i> 10/79, Rev 6/86, Rev & Ret 1/89 (formerly School Crossing Guard Coordinator, s000, Rev & Ret 8/08 (formerly School Safety Coordinator), Ret 10/10 (formerly Supervising School Crossing Guard); s002

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